

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Meeting Room A
Tuesday, May 24, 2016**

MEMBERS PRESENT: Roger Gale, Peter Ellsworth, Tim Rainville, Stewart Morse

MEMBERS ABSENT: Richard Canavan

OTHERS PRESENT: Cheryl Stadig

1. CALL TO ORDER:

The meeting was called to order by Chairman Roger Gale at 7:00 PM.

2. APPROVAL OF THE SPECIAL MEETING MINUTES OF MAY 10, 2016:

Morse MOTIONED to table the approval of minutes until next Regular Meeting on July 26, 2016, **SECONDED** by **ELLSWORTH, ALL IN FAVOR.**

3. CITIZEN COMMENTS: None.

4. NEW BUSINESS:

A. FY 2016-2017 BUDGET:

1. REVIEW RESULTS OF PUBLIC HEARING:

No public attendance

2. CONSIDER APPROVAL OF FY 2016-2017 BUDGET:

Morse MOTIONED TO APPROVE the FY 2016-2017 BUDGET OF \$160,330.00, SECONDED BY Rainville, ALL IN FAVOR.

Gale MOTIONED to retain the Sewer Usage Billing Rate same as FY 2015-2016 at \$687.76 PER EDU and \$7.53 PER GALLON for metered customers. **Morse APPROVED the motion, Rainville SECONDED, ALL IN FAVOR.**

5. OLD BUSINESS:

A. WET WELL PUMP REPAIR UPDATE:

Morse stated Water & Waste Equipment, Inc., per quote FRQ1962, for \$4,750.85, arrived on site 5/4/16, and removed the rebuilt Pump #2, replaced volute and impeller. Also, replaced Pump #1 with customer supplied pump. Morse to speak with John Navarro about installing heater.

B. P & Z PRESENTATION – DOCUMENT REVIEW – UPDATE:

Ellsworth reports, no new updates.

C. METER READING DEVELOPMENT UPDATE:

Quarterly meter reading – June reading will be estimated for the seven commercial Customers.

6. SYSTEM MAINTENANCE UPDATE:

A. GRINDER PUMP REPAIRS / MAIN LINE MAINTENANCE

Gale discussed a call from Ken Hamilton of his pump alarm going off and failing to reset. Gale placed a call to Deep 6 Plumbing and Glenn Boies reset the pump. WPCA may receive a bill.

7. FLOW REPORTS:

A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW IN PUTNAM FY 2015-2016

Morse stated this should be Quarterly Meter Reading, not weekly. Stadig to follow-up with Kristi Stabley.

B. WATER METER READING FOR FY 2015-2016

Rainville to check readings at the Woodstock Fairgrounds.

8. CITIZENS COMMENTS: None

9. PAYMENT OF BILLS: WPCA MAY 24, 2016 BILLS

<u>VENDOR</u>	<u>LINE ITEM</u>	<u>CHARGES</u>
Water & Waste Equipment, Inc.	00052500000.00 Misc. Exp. Capital Project	\$ 4,750.85
New England Pipe Cleaning div. Heitkamp, Inc	00052500000.00 Misc. Exp. Capital Project	\$13,106.76
TOTAL AMOUNT DUE: \$17,857.61		

A. BUDGET CATEGORY DESIGNATIONS

Rainville questions Budget Category Designation, Gale explained Line Item.

10. CORRESPONDENCE: None

11: EXECUTIVE SESSION: PERSONAL MATTERS

Morse MOTIONED to enter into **Executive Session** at 7:52 P.M., **Rainville SECONDED, ALL IN FAVOR.** A discussion was had pertaining to the resignation of Kristi Stabley. Gale proposed the possibility of an Office Manager for the secretarial matters of the WPCA and a Field Worker. Ellsworth stated this may be a financial burden on the WPCA. Stadig, acting as interim clerk, gave the members of the Board an update on clerical matters of the WPCA office and general housekeeping of the filing system. Further discussion was had with Stadig on the possibility of assuming the position of Office Manager.

EXECUTIVE SESSION ENDED AT 8:10 P.M.

12. FOLLOW-UP ACTIVITIES FOR NEXT MEETING

Morse to check on status of Sewer Line.

13. ADJOURNMENT

MORSE MOTIONED TO ADJOURN AT 8:16 P.M., SECONDED BY GALE, ALL IN FAVOR.

Respectfully submitted,

Cheryl Stadig
Executive Administrator, Interim